

CM/ECF Version 5.1.1

A Guide to the New Features Available to Attorneys and Law Firm Staff



United States District Court
Middle District of Pennsylvania
June, 2012
CM/ECF Version 5.1.1

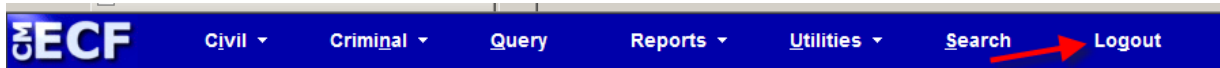
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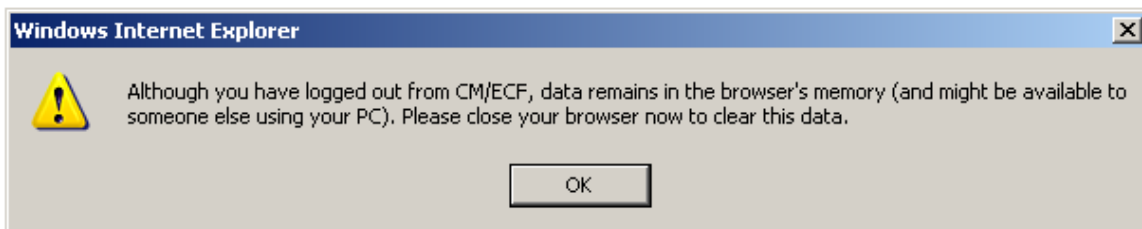
Version 5.1.1 Enhancements & Changes

LOGGING OUT OF CM/ECF

IMPORTANT NOTE: When exiting CM/ECF, use the Logout button in the blue menu bar. Users who exit the browser without first logging out have experienced difficulty logging in.



When you click Logout from the main blue menu bar, the following pop-up message will appear. Click OK to complete the logout.



NEW NATURE OF SUITS CODES AND NEW CIVIL COVER SHEET

The new civil cover sheet can be found on the Court's website, www.pamd.uscourts.gov/forms.htm. The following changes were made to the Civil Cover Sheet:

Nature of Suit

- 367 TORTS - Personal Injury - Health Care/Pharmaceutical Personal Injury/Product Liability
- 375 False Claims Act
- 448 Civil Rights – Education
- 560 Prisoner Petitions - Civil Detainee - Conditions of Confinement
- 751 Labor - Family and Medical Leave Act
- 896 Other Statutes – Arbitration
- 899 Other Statutes - Administrative Procedure Act/Review or Appeal of Agency Decision

Additionally, the following codes were eliminated from the Civil Cover Sheet:

- 444 Civil Rights – Welfare
- 610 Forfeiture/Penalty – Agriculture
- 620 Forfeiture/Penalty - Other Food & Drug
- 630 Forfeiture/Penalty - Liquor Laws
- 640 Forfeiture/Penalty - RR & Truck
- 650 Forfeiture/Penalty - Airline Regulations
- 660 Forfeiture/Penalty - Occupational Safety/Health
- 730 Labor - Labor/Mgmt Reporting and Disclosure Act
- 810 Other Statutes - Selective Service
- 875 Other Statutes - Customer Challenge 12 USC 3410
- 892 Economic Stabilization Act
- 894 Other Statutes - Energy Allocation Act
- 900 Other Statutes - Appeal of Fee Determination Under Equal Access to Justice Act

CHOOSING PARTIES

During the filing process, you are asked to choose which party is filing the document. Selecting the parties from the pick list will cause the names to be entered in the docket text.

Select the filer.

Select the Party: OR Select a Group:

Doe, Jane [dft]
Doe, John [dft]
United States of America [pla]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next Clear New Filer

Docket Text: Modify as Appropriate.

MOTION for Attorney Fees by Jane Doe, John Doe. (Attorney1,)

Next Clear

Selecting the radio button for a group will cause the group to be entered in the docket text.

Select the filer.

Select the Party: OR Select a Group:

Doe, Jane [dft]
Doe, John [dft]
United States of America [pla]

☐ No Group
☒ All Defendants
☐ All Plaintiffs
☐ All Parties

Next Clear New Filer

Docket Text: Modify as Appropriate.

MOTION for Attorney Fees by All Defendants (attorney1,)

Next Clear

If you are filing on behalf of a group with more than 2 or 3 parties, please use the radio button to select the group.

TEXT-SEARCHABLE DOCUMENTS (Currently Under Development)

Court staff is now able to run full-text searches in the Middle District ECF database. Search options include text within documents and docket text. This court strongly encourages you to save all documents as text-searchable.

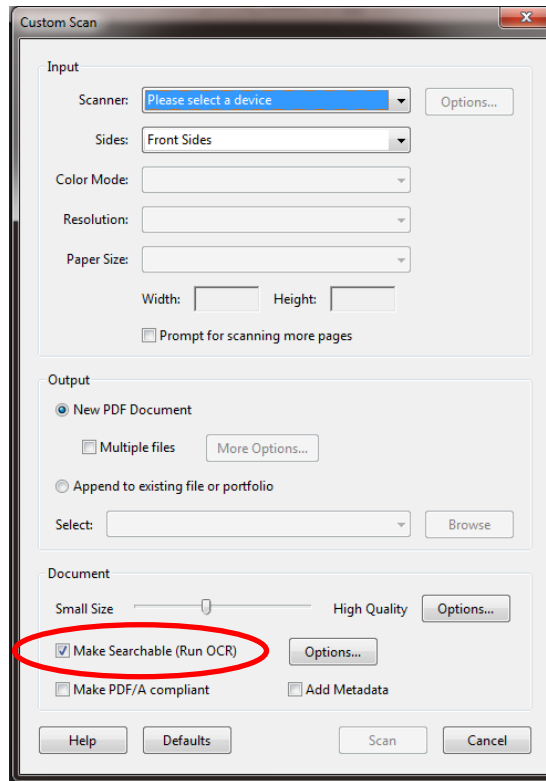
Creating a Text-Searchable Scanned Document using Adobe

Scanned documents containing typewritten text should be text-searchable. You will need to activate the Optical Character Reader (OCR) in the PDF software. To set the scanner to read the text, follow these steps:

1. Open Adobe Acrobat Professional.
2. Select the **Create** icon.
3. Choose **From Scanner**.



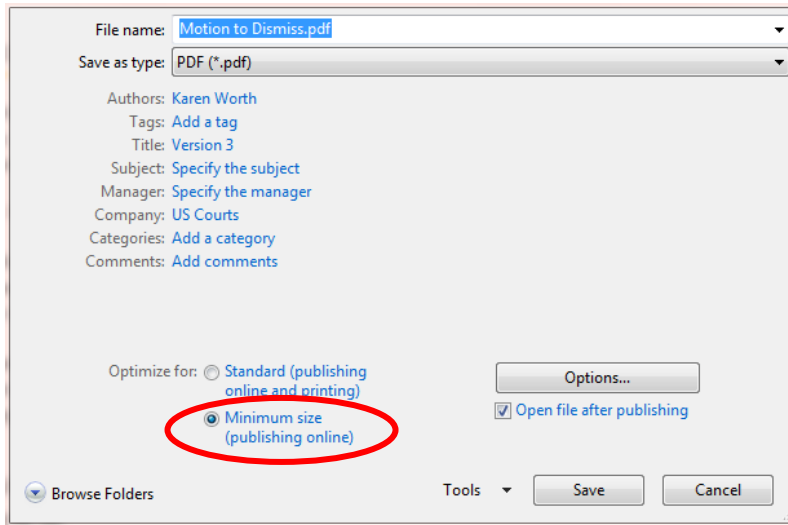
4. Choose **Custom Scan**.
5. On the Custom Scan dialog box, check **Make Searchable (Run OCR)**.



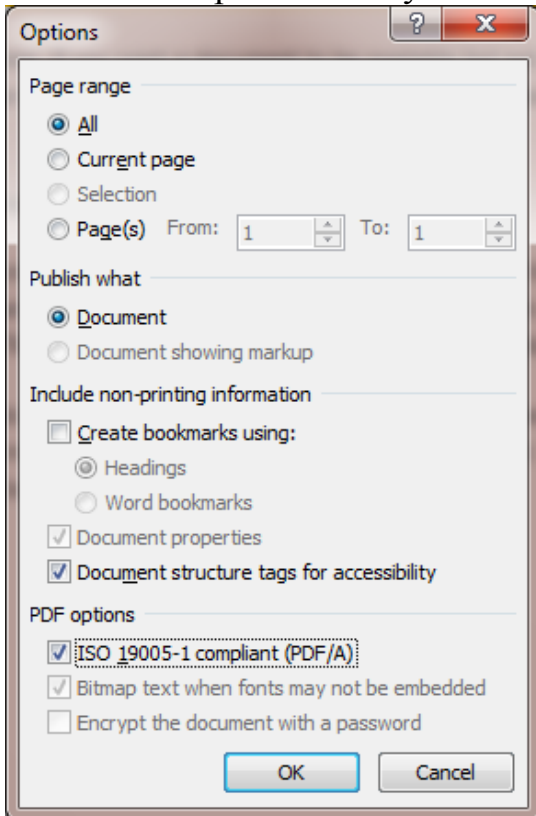
Adobe will remember this setting and will run OCR on all future scans. If you do not want to run OCR on a document, uncheck the box.

Save a Word Document as a Text-Searchable PDF

1. Click the **File** tab.
2. Click **Save As**.
3. In the **File name** box, type a name for the file.
4. In the **Save as** type list, select PDF.
5. You can compress the file size by clicking **Minimum size (publishing online)** next to **Optimize for**.



6. Click the Options tab if you need to make special selections.



7. Click **OK**.

8. Click **Save**.

Save a Word Perfect Document as a Text-Searchable PDF

1. Click **File > Publish to PDF**.
2. Choose the drive and folder where you want to save the file.
3. Type a filename in the **File name** box.
4. From the **PDF style** list box, choose one of the following options:
 - **Commercial printing (Largest file size)** — creates a high-quality PDF to send to a printer or digital copier
 - **PDF/A-1a (Level A compliance)** — creates a standardized PDF file that ensures the long-term archiving of the document. This option allows document tags and font encoding to be preserved. (see section “PDF/A below”)
 - **PDF/A-1b (Level B compliance)** — creates a standardized PDF file that ensures the long-term archiving of the content. This option does not include the preservation of document tags and font encoding.
 - **Publishing online (Smallest file size)** — creates a PDF suitable for online viewing, such as a document to be distributed by e-mail or displayed on the Web
 - **Publishing online and printing** — creates a PDF suitable for viewing or printing on a laser or desktop printer
5. Click **Save**.

If you do not want the PDF file to open automatically after it is saved, disable the **Open PDF after saving** check box.

PACER ACCESS CHANGES

MDL Case Report Query

The Query menu includes the new MDL Case Report query. All cases associated with the same JPML (Judicial Panel on Multidistrict Litigation) number as the target case will be listed, sorted by case type, (descending so **md** case type sorts before **cv**) and case number. When the MDL Case Report is run, the user can determine whether all MDL-related cases or only pending MDL-related cases should display. The use of this feature is at the discretion of each court.

Civil Cases Report

The Civil Cases Report now includes a *JPML number* field on the selection criteria screens, so the report can be run by JPML (Judicial Panel on Multidistrict Litigation) number.

Query

When a query is run for a multi-defendant criminal case, the defendant numbers for the selected defendants now are included with the case number at the top of the query menu screen. If all of the defendants are selected, or if the main case is selected, the words **All Defendants** will appear beside the case number in lieu of the actual defendant numbers.

When the user runs a query on a person name, that name now is included at the top of the screen that lists all of the cases in which that person is a participant. The person's role is included at the top of the screen as well (for example, "**Nicolas Mercator is an attorney in 6 cases.**"). Additionally, a summary of selection criteria used for the query now appears at the bottom of the case list screen; however, if the query is run on a case number alone, the summary of selection criteria will not appear.

Docket Report

The *Sort by* dropdown list on the Docket Report selection criteria screen now includes a **Document number** option. If selected, those entries without document numbers will appear chronologically within the entries that do have document numbers.

The screenshot shows the ECF Docket Sheet interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is the 'Docket Sheet' title. The main form area contains several sections: 'Case number' with a text input; 'Filed' and 'Entered' radio buttons with date range inputs; 'Documents' with a date range input; 'Include:' section with checkboxes for 'Parties and counsel', 'Terminated parties', 'List of member cases', and 'Links to Notices of Electronic Filing'; 'Document options:' section with a checked checkbox 'Include headers when displaying PDF documents'; and 'Format:' section with radio buttons for 'HTML (unpaginated)' and 'PDF (paginated)'. At the bottom left, the 'Sort by' dropdown menu is open, showing three options: 'Oldest date first', 'Most recent date first', and 'Document number'. A red arrow points to the 'Document number' option. Below the dropdown is a 'Run R:' button and a checkbox 'Use these options my default.'

FOLLOWING CASES

Maintain Your Email Preferences

When a party is dismissed or otherwise terminated from a case, counsel is also terminated and noticing of future Notices of Electronic Filing (NEF) is turned off. Noticing of the NEF is also turned off when counsel is allowed to withdraw from a case.

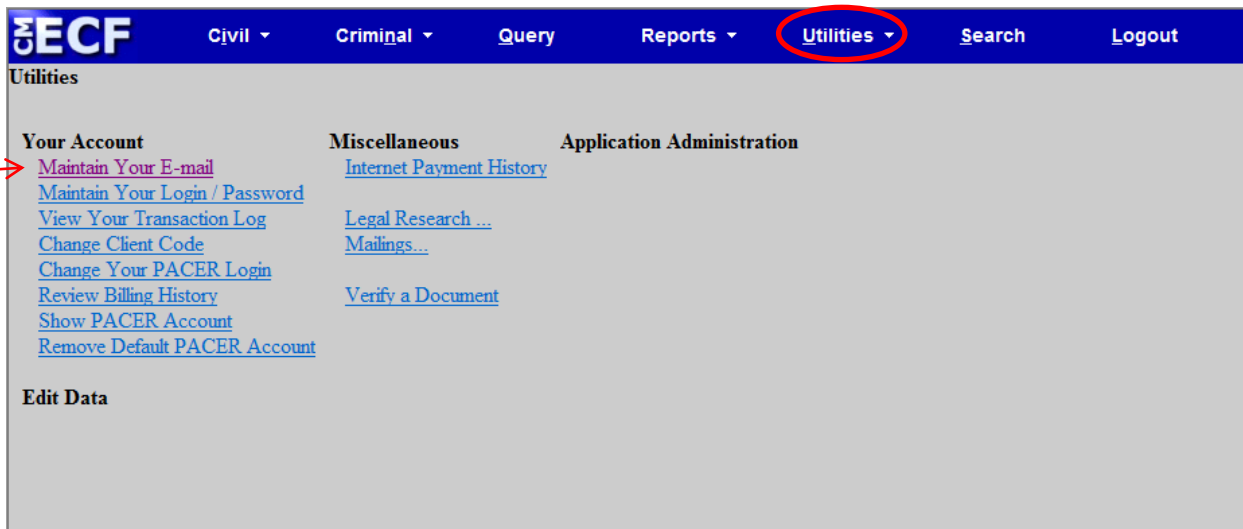
Counsel has the ability to follow cases of interest by receiving an NEF when a document is filed in the case. Counsel need not be admitted in the case to receive these notices. Counsel's name will not appear on the public NEF.

Standard PACER billing rates will apply for viewing the document.

To follow a case, log in using the attorney's ECF login and password.

Click on Utilities.

Click on Maintain Your E-mail.



Click on the primary email address.

ECF Civil Criminal Query Reports Utilities Search Logout

Email Information for attorney1

Registered e-mail addresses

Primary e-mail address:
[karen_worth@okwd.uscourts.gov](#)

Secondary e-mail addresses:
[add new e-mail address](#)

Configuration options

Select an e-mail address to configure.

Add the case number to “Add additional cases for noticing” and click “Find This Case.”

ECF Civil Criminal Query Reports Utilities Search Logout

Email Information for attorney1

Registered e-mail addresses

Primary e-mail address:
[karen_worth@okwd.uscourts.gov](#)

Secondary e-mail addresses:
[add new e-mail address](#)

Configuration options

karen_worth@okwd.uscourts.gov

Should this e-mail address receive notices? ☒ Yes ☐ No

How should notices be sent to this e-mail address? ☒ Per Filing ☐ Summary Report

In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☒ Yes ☐ No

Case-specific options

Add additional cases for noticing
12-1

These cases will send notice per filing. (default method)

5:01-cv-00001-DLR Smith Company v. Doe Corporation et al - Representing Jake Smith
5:04-cr-02001-UA-1 USA v. Doe - Representing United States of America
5:04-cr-02001-UA-1 USA v. Doe - Representing United States of America
5:04-cr-02001-UA-1 USA v. Doe - Representing United States of America
5:04-cr-02011-H-1 USA v. Doe (Closed on 05/21/2010) - Representing John Doe
5:04-cv-01001-A Doe v. Doe (Closed on 08/14/2007) - Representing Jane Doe, John Doe
5:04-cv-01004-UA Doe v. Doe (Closed on 08/27/2007) - Representing Jane Doe, party no 1, party no 2, party no 3
5:04-cv-01013-C Doe v. Doe (Closed on 09/01/2009) - Representing Jane Doe

These cases will send notice as a summary report. (alternate method)

(Copy case lists from here)

Choose the case and click “Add case(s).”

Case-specific options

Add additional cases for noticing
5:12-cv-1

Select a case:

5:12-cr-00001-D United States of America v. Smith et al ☐
5:12-cr-00001-D-1 Jane Smith ☐
5:12-cr-00001-D-2 Jake Smith ☐
☒ 5:12-cv-00001-C Doe v. Rudek

To remove a case from the list, select the case (use “Ctrl” to select multiple cases) and click “Remove selected cases.”

Case-specific options

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

5:01-cv-00001-DLR Smith Company v. Doe Corporation et al - Representing Jake Smith

5:04-cr-02001-UA-1 USA v. Doe - Representing United States of America

5:04-cr-02001-UA-1 USA v. Doe - Representing United States of America

5:04-cr-02001-UA-1 USA v. Doe - Representing United States of America

5:04-cr-02011-H-1 USA v. Doe (Closed on 05/21/2010) - Representing John Doe

5:04-cv-01001-A Doe v. Doe (Closed on 08/14/2007) - Representing Jane Doe, John Doe

5:04-cv-01004-UA Doe v. Doe (Closed on 08/27/2007) - Representing Jane Doe, party no 1, party no 2, party no 3

5:04-cv-01013-C Doe v. Doe (Closed on 09/01/2009) - Representing Jane Doe

Remove selected cases

Change selected cases to notice as a summary report